

GERAB NYED-YON Ltd.
ToR for Site Supervisor

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Drasthang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Position and Grade

Supervisor (OS3)

3. Employment Type

Initially for two years contract which is extendable based on individual's performance and requirement of the company.

4. Job Description

Site Supervisor will be stationed at Norbugang, Samtse and will be responsible for overseeing and coordinating daily construction activities to ensure the successful completion of the housing colony project. This includes managing on-site operations, supervising workers and subcontractors, and ensuring compliance with quality standards, safety regulations, and project timelines.

The position reports directly to the Project Manager of Norbugang Housing Colony.

5. Duties and Responsibilities

Key duties involve inspecting materials and workmanship, enforcing occupational health and safety (OHS) practices, and maintaining accurate documentation of site activities, progress, and incidents. The role requires effective communication with project managers, engineers, clients, and external stakeholders, resolving on-site challenges, and providing technical support to the team.

6. Qualification & Experience Criteria

- Minimum VTI/TTI graduate in Construction/Mason/Civil or a related field.
- Pass certificate in Class XII.
- Minimum three years of work experience in construction of buildings.
- Preference may be given to candidates with experience in both buildings and road construction.

7. Core Competencies

- Managing and guiding workers and subcontractors.
- Interpreting construction plans and specifications.
- Ensuring adherence to OHS standards.
- Monitoring work to meet project standards.
- Addressing on-site issues efficiently.
- Ensuring timely task completion.
- Liaising with stakeholders effectively.
- Optimizing materials, tools, and workforce.

- Keeping accurate site records.
- Managing changes and unexpected challenges.

8. Other requirements

- Duly filed GNY admission form
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of academic certificates;
- Letter of job experience;
- Copy of CID;
- Security Clearance Certificate;
- Medical Fitness Certificate;

9. Salary & Others Benefits

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules and based on the candidates' skills and experience.

10. Application Deadline

The application along with required documents shall be submitted to Senior Analyst, Corporate Service Division on or before 13th December 2024. For more information visit www.gerab.bt or contact HR at +975-2-341578 or email to hra@gerab.bt
Please call the above number and confirm your submission through email.

11. Office Address

Level 5 of Namgyel Khangzang in Simtokha, Thimphu 11001

GNY management reserves the right to change, delay, or cancel the selection process and outcome due to unforeseen circumstances or other factors that may affect the process.